



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

January 31, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-42

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Savings Bond Deduction on ISIS HR

The Division of Administration has contracted with National Bond and Trust Company (NBT) to handle the administration of the savings bond program beginning in April, 2001, (Payday April 6). Agencies will no longer be responsible for changes, additions, deletions, new bond participants or entering bond data in ISIS HR for employees. NBT will be responsible for all these tasks via sending an interface tape to ISIS HR System.

In order to prepare for these changes, OSUP will provide NBT with a file of all employees' bond deduction data as of the last update made on February 19 (Pay Period ending February 18). All bond deductions will be automatically stopped in UPS and employee bond balances will be refunded for March 9 payday. As of February 20, agencies will not be able to make entries to the bond fields in UPS but may use inquiry. OSUP will make its final bond payment through UPS in March for February deductions, and there will be no bond deductions in the month of March. Agencies will have to either recoup money from employees or make payment for any bond deduction voided after bonds were stopped.

OSUP will provide NBT a list of state agencies and contact persons to enable them to contact agencies in regard to bond drives. Around April, NBT will also contact employees with bond deductions to explain administrative changes in the bond program, the Bond Continuation Option and "I" bond purchases. Beginning March 19 (first payroll produced on ISIS HR), employees may call the following NBT number for bond changes (800) 426-9314. If an employee has a question about the Bond Continuation Option or "I" bond, please have them call Carolyn Shackelford, Marketing Director NBT, at (800) 914-8145.

All bond participants must be notified by the agency of these changes. Attached is sample verbiage that should be included to inform agency bond participants of changes. Please address memo questions to Andrea Hubbard at (225) 342-0715.

RSM:RLD:kmb

[Attachment](#)

Sample verbiage to include in notification letter to employee bond participants as related to National Bond and Trust administering the bond program.

This is to inform bond participants that National Bank and Trust (NBT) will be administering the bond program beginning payday April 6, 2001, through the new ISIS Human Resource/Payroll System. Please be aware of the following changes:

1. In order to make the transition from current Payroll System (UPS) to the new Human Resource/Payroll System for April 2001, all bond deductions will be stopped after the February 23 payday with bonds being purchased in March for February deductions. Any bond balances remaining after purchase will be refunded to bond participant for March 9 payday.
2. No bond deductions will be taken in the month of March.
3. Bond deductions/records will be reestablished for bond participants as of the February 23 payday status in the new Human Resource/Payroll System for April 6 payday.
4. If you wish to make any changes, deletions or additions to your bond record for April 6 payday, please **contact National Bond and Trust Company at (800) 426-9314 after March 18. Do not go through your agency.**

National Bond and Trust will be contacting all bond participants in April to explain their role in the bond program and to give additional information on the "I" bond and Bond Continuation Option. You may contact Carolyn Shackelford, Marketing Director NBT, at (800) 914-8145 if you have questions on these new programs.